

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500100008-6

CONFIDENTIAL**SOME PRINCIPAL RECORDS MANAGEMENT ACTIVITIES FOR FEBRUARY 1964****I. VITAL RECORDS -**

1. Approved a revision in the Vital Records Deposit Schedule for ORR.
2. Approved certain items on OCI's Vital Records Deposit Schedule to be transferred to the Collection Guidance Staff. This request resulted from the transfer of both the functions and records of the Staff from OCI to the Collection Guidance Staff.
3. Assisted in the development of a Vital Records Deposit Schedule for the Office of Budget, Program Analysis and Manpower.

4. **II. FORMS MANAGEMENT**

1. Completed four new and one revised form.
2. Designed a Non-Official Cover Concurrence form for Central Cover Staff. This three part form designed to be originated by CI Staff, sent to CCS who completes the form and sends to the appropriate area division. Preprinted routing boxes are used on this form.
3. Designed a new form for CCS/DDI to be used by the analyst in submitting requirements for photo interpretation and services from NPIC.

1. Completed eight new and sixteen revised forms.
2. Designed a new Contract Worksheet and revised a Contract Record for Procurement Division, Office of Logistics.
3. Revised two Information Reports for FI/DDP. These two forms will be the sanitized version of the new Intelligence Information Cables now in use at Headquarters.
4. Released to the printer the order for the new SRD index cards to be used on the Computer. These cards will be the master deck for the Office of Security. 100,000 cards were ordered at this time to begin operation; however 2,000,000 cards are needed.

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II. FORMS MANAGEMENT (CONTINUED)

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5. Worked with Procurement Division, Office of Logistics on designing a new form for the procurement of items from either the Military or GSA. This new form is in keeping with the Defense Department's MILSTRIP and GSA's FEDSTRIP programs.
 6. Revised three forms for the Office of Finance. Previously, these forms were used by Budget and Finance, and now they are used exclusively by Finance.

III. RECORDS DISPOSITION

- 25X1
- []
1. Met with the Office of Communications Records Panel to discuss disposition of supports records. Also sent copies of our Filing and Disposition Guide for such records to members of this panel.
 2. Worked with SR/OCR on revising their schedule and firming up instructions for disposal of the SR document collection. There was some concern about the availability of copies of OCI reports after destruction of their own sets. Met with OCI representatives and there is no problem in furnishing any reports needed. Proposed disposition instructions have been prepared and sent to SR for their approval.
 3. A proposed draft of a Records Control Schedule for the Historical Staff was prepared and has been submitted for review and eventual inclusion in the O/DCI schedule.
 4. Reviewed and approved (except for retention period) revised disposal instructions for Security Case files in the Office of Security.
 5. Reviewed and approved two items that were revised from the indefinite category to a three year retention for OCR.
 6. Met with [] CCS/DDP to discuss the types of records filed in the Cover Case files he is scheduling and the possibility of duplication elsewhere in the Agency. It is now apparent that CCS is the office of record for Cover functions. National Archives Services will be asked to evaluate these records in terms of temporary or permanent retention. Then General Counsel will be asked about the method of taking an exception to the Federal Disposal Act.
 7. Reviewed and approved a revision of two items on SR/OCR schedule that will permit transfer to Records Center.
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III. RECORDS DISPOSITION (CONTINUED)

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8. Requested OCI to again review the need for retiring certain reference files to the Records Center for an additional five year retention. The material is available elsewhere. OCI has agreed to a further review.

- 25X1 []
1. Worked with OCI on transferring portions of their schedule to O/DDI and OCR for functions transferred in 1963. Made the necessary changes and transfers to our copies of schedules and forwarded copies to the Records Center.

IV. FORMS & PROCEDURES SURVEY, MEDICAL STAFF - []

- 25X1
1. Survey completed and forwarded to Medical Staff for their action. The following was accomplished:
- a. Developed 11 new forms.
 - b. Revised 12 existing forms.
 - c. Eliminated 12 existing forms - replaced 2 bootleg forms with existing forms.
 - d. Scheduled 10 existing forms for revision when form reordered.
 - e. Eliminated need for preparation of 2,000 file cards.
 - f. Consolidated indices of Doctors and Hospitals.
 - g. Set up a current forms file.
 - h. Submitted 8 recommendations primarily concerned with procedures.
 - i. Provided for a continuing vital forms program.
 - j. Wrote a Medical regulation on handling forms.

V. RECORDS MANAGEMENT SURVEY, O/BPAM - []

- 25X1
1. Survey completed and report will be submitted after an informal session has been held with []

VI. PAPERWORK MANAGEMENT SURVEY, OO/C - []

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1. Survey continues. Met with [] to review aspects of survey and general progress of survey.
2. Reviewed the files and cardex in Central Cover Staff in connection with OO/C survey.
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VII. FILING EQUIPMENT AND SUPPLIES - []

1. Three 5 x 8 card files were obtained from surplus for NPIC; savings \$556.00.
2. Four sections of shelving were obtained from surplus for Office of Security; savings \$175.00.
3. Recommended approval of a request for a secure area for Military Personnel Division and Insurance Branch. These two offices are moving from secure areas, and if they were forced to move into non-secure areas they would have to convert to more costly safe-type filing equipment costing approximately \$20,000.00.

VIII. ARCHIVES AND RECORDS CENTER OPERATION - []

1. Received 1488 cubic feet of records and eliminated 1179 cubic feet - the net growth was 309 cubic feet.
2. Furnished 9434 references in response to the requests from Headquarters offices. These requests included:
 - a. 207 intelligence reports for a foreign Government.
 - b. 2000 copies of Agency maps.
 - c. A special request from ORR for a document needed for a White House meeting.
3. [] spent two days at Headquarters library to work out procedures for handling their requests for service.
4. [] spent two days with OCR Machine Division going over procedures for the maintenance of their vital punch card records.
5. There were 24 visitors from seven Headquarters offices. In addition, a Reserve Group and [] toured the Records Center.
6. [] attended the monthly Inter Agency Records Administration meeting at the National Archives.

IX. KENNEDY LIBRARY - []

1. I met with Mr. Herman Kahn, Assistant Archivist for Presidential Libraries and made tentative plans for the transfer of Agency documents to the Kennedy Memorial Library.

X. MISCELLANEOUS

1. Members of the staff attended the monthly Inter Agency Records Administration Conference meeting at National Archives. The new procedures for ordering supplies from or through the Department of Defense and General Services Administration were discussed. Also the new forms

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X. MISCELLANEOUS (CONTINUED)

MILSTRIP for Military buying and FEDSTRIP for items from GSA.

2. At the request of SR/[] arranged for [] to use the Smolenak Archives.
3. Discussed proposed revision of Federal Records Act, (P. L. 754) with Deputy Archivist of the United States. Dr. Robert Bahner, Dr. Herbert Angel, Assistant Archivist, and [] of our General Counsel's Office.
4. Made tentative plans with [] Administrative Officer of DDC&T and [] for a records management survey in the Computer Services Organization in late March or early April.
5. Discussed mutual records management problems with Mr. Thomas Stratton, Chief Management Engineering, N. S. A.

[]
Chief, Records Administration Staff

13 March 1964
Date

DDS/RAO/FMB, [] :ls (12 Mar '64)

Distribution:

Orig - addressee

- 1 - Circulated to Members of Records Administration Staff
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